

492

Change
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HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 27 August 1975

PERSONNEL PROCUREMENT
ACTIVE DUTY FOR MEDICAL AND DENTAL CORPS OFFICERS

Effective 27 September 1975

This change implements the Privacy Act of 1974 (5 U.S.C. 552a) by adding Privacy Act Statements for forms prescribed in this publication that are covered under the act.

AR 601-134, 4 August 1964, is changed as follows:

1. The following form(s) (column b) will be reproduced locally on 8 x 10 1/2 inch paper and made available on and after 27 September 1975 to the individual supplying data on form(s) in column a.

Column a

Column b

DA FORM 2694 ----- DA FORM 2694-R, Privacy Act Statement

2. File this change sheet in front of the publication for reference purposes.

The proponent agency of this publication is the Office of the Surgeon General.
(Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (SGPD-PDM) WASH DC 20314.

By Order of the Secretary of the Army:

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

FRED C. WEYAND
General, United States Army
Chief of Staff

DISTRIBUTION: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Procurement, Active Army: B (Qty rqr block No. 388); ARNG: B (Qty rqr block No. 388); USAR: A (Qty rqr block No. 387).

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DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 U.S.C. 552a)

TITLE OF FORM

AMEDD Officer Initial Assignment Questionnaire

PRESCRIBING DIRECTIVE
AAs 135-50, 601-134 &
601-140

1. AUTHORITY

10 USC 3012
10 USC 4301

2. PRINCIPAL PURPOSE(S)

Sent out to all new active duty accessions in MC, DC, and VC. Used by Career Managers in MCCA0 to assist in making the initial assignment of Medical Corps officers entering active duty in the Army Medical Department.

3. ROUTINE USES

- a. Career Activities Offices use form in determining proper MOS assignment and consider individual's preferences of geographical area. Used to determine level of training and level of ability.
- b. One copy of the form is forwarded to the gaining unit once an assignment is made.
- c. The form is sometimes referred to when checking the professional background of the individual concerned.
- d. The form is often used to obtain the current address and/or telephone number of an individual if there is a need to contact him prior to making an assignment.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

An individual may not be considered for an assignment of his choice if such information is not on file. Voluntary disclosure.

ARMY REGULATION

No. 601-134

Ch,

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 4 August 1964

PERSONNEL PROCUREMENT

ACTIVE DUTY FOR MEDICAL AND DENTAL CORPS OFFICERS

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1. Purpose and scope. This regulation prescribes administrative procedures applicable to ordering all nonregular Medical and Dental Corps officers to active duty (other than for training) as individuals regardless of liability for service under the Universal Military Training and Service Act, as amended, except these procedures are not applicable to Medical and Dental Corps officers ordered to active duty by the Chief of Personnel Operations, Department of the Army for participation in the Army Medical Service procurement and training programs.

2. Responsibility. Area commanders (Commanding Generals, U.S. Army Alaska; U.S. Army Hawaii; U.S. Army Forces Southern Command (Panama), Antilles Command, U.S. Army Southern Command (Fort Brooke, Puerto Rico); and ZI armies) are responsible for the selection, reporting, issuance of orders for active duty, and processing requests for delay in reporting for active duty of Medical and Dental Corps officers of the Army National Guard of the United States (ARNGUS), Army Reserve (USAR), and Army of the United States without component (AUS) in accordance with these procedures.

3. Statutory authority. *a.* By competent authority as designated by the Secretary of the Army, a member of a Reserve Component of the Army may be ordered to active duty at any time with his consent. However, members of the Army

National Guard of the United States may not be ordered to active duty under this authority without the consent of the governor or other appropriate authority of the State, Puerto Rico, the Canal Zone, or the District of Columbia, whichever is concerned. References title 10, U.S.C., section 672(d).

b. An officer may be ordered to active duty in a temporary commissioned grade (AUS) for such period as the President prescribes in time of emergency declared by Congress or the President, and in time of war (Title 10, United States Code, Section 3444).

c. Any member of a Reserve Component who is in a medical, dental, or allied specialist category, who has not attained his 35th birthday, and has not performed at least 1 year of active duty (other than for training), exclusive of periods spent in student programs prior to receipt of professional degree or in intern training, may be ordered with or without his consent to active duty (other than for training) for a period of not more than 24 months, except as noted in paragraph 6c. This provision is not applicable to unit members participating satisfactorily and under contract pursuant to AR 135-14. The consent of the governor or other appropriate authority of the State is not required in the case of Army National Guard of the United States officers ordered to active duty under this authority. This authority is effective

*This regulation supersedes AR 601-134, 30 January 1961, C4, 28 April 1962; DA 581165, 17 November 1961; and DA 321163, 6 November 1962.

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until 1 July 1967. (Sec. 4(1), U.M.T. & S. Act, 65 Stat. 75, as amended (Title 50, U.S.C., App. 454-456, 73 Stat. 13; 77 Stat. 4).)

4. Announcement of personnel requirements. Headquarters, Department of the Army, will announce periodically the number of officers required to be ordered to active duty. Necessary additional administrative instructions, as required in connection with each such announcement, will also be furnished.

5. Volunteers. *a. General.* Obligated officers who hold Reserve appointments may volunteer for active duty at any time for a period of not less than 24 months in accordance with *b* below. The provisions of AR 135-215 will apply to those desiring retention on active duty subsequent to completion of initial active duty tour. Officers having served 24 months or more as commissioned officers in the Active Army will be ordered to active duty for 24 months or for an indefinite period as determined at Headquarters, Department of the Army. Applicants for appointment with concurrent active duty will be processed in accordance with AR 140-101 or AR 140-109, as appropriate. Individuals originally appointed as Reserve commissioned officers on completion of the Advanced Course, ROTC, whose entry on active duty or active duty for training has been delayed pursuant to AR 601-25 (see supplemental agreement) to complete a medical or dental education and whose delay will expire on completion of such education, and who have been or will be reappointed in the Medical or Dental Corps, are considered as having volunteered for active duty under the terms of the deferment agreement required by Section 6(d)(1), UMT&S Act, as amended (Title 50, U.S.C. App. 456(d)(1)). They will be reported for active duty in accordance with *g* below not later than 5 months prior to the date the officer will complete a 1 year internship or graduate from dental school.

b. Forms to be submitted. Reserve officers of the Army volunteering for active duty will complete and submit—

- (1) DA Form 160 (Application for Active Duty) in duplicate.
- (2) DD Form 398 (Statement of Personal History) in duplicate.
- (3) DD Form 98 (Armed Forces Security Questionnaire) in duplicate.

(4) DA Form 2694 (AMEDS Officer Initial Assignment Preference Questionnaire).

(5) Medical and Dental Corps officers with prior military service will furnish documentary evidence of constructive service credit as required by paragraph 1-58, AR 37-104, upon entrance on active duty.

c. Procedures for forwarding applications. The forms indicated in *b* above will be forwarded through channels indicated below to the area commander:

- (1) Army National Guard of the United States officers—through the unit commander and State adjutant general.
- (2) Army Reserve officers assigned to a TOE or TD unit of the Ready Reserve—through the unit commander and the Commanding General, U.S. Army Corps.
- (3) Army Reserve officers other than those in (2) above—through the unit advisor, if appropriate, and the Commanding General, U.S. Army Corps.

d. Action by unit commanders and advisors. Applications will be reviewed to insure that the required forms have been prepared properly. If complete, application will be forwarded as directed in *c* above, including the individual's present status (Army National Guard of the United States or Army Reserve), and indicating approval or disapproval. If disapproved, the reason will be stated. Indicate the headquarters or agency to which an Army Reserve officer has a mobilization designation, if applicable.

e. Action by State adjutant general. Applications approved by the State adjutant general will indicate Army National Guard of the United States status and will be forwarded to the area commander. Applications disapproved by the State adjutant general will be returned to the individual through normal channels indicating the reason for disapproval.

f. Action by Commanding General, U.S. Army Corps. Commanding Generals, U.S. Army Corps will review applications for completeness and forward them to the area commander with appropriate recommendations or remarks.

g. Action by area commanders. Area commanders will review applications and determine which individuals meet the qualifications for active

duty within requirements established by the Department of the Army. Area commanders will dispatch by the most expeditious means to The Surgeon General, ATTN: MEDPT-MP, requests for assignment instructions to include the following (exempt report, para. 39h, AR 335-15):

- (1) Name.
- (2) Probable grade upon entry on active duty.
- (3) Service number, if applicable.
- (4) Probable MOS at time of entry on active duty.
- (5) Date of birth.
- (6) Permanent home address.
- (7) Temporary address, if applicable.
- (8) Assignment limitations (medical incapacities) if applicable.
- (9) Whether or not officer is a volunteer; i.e., no officer will be reported as a volunteer unless the reporting commander has on file a copy of DA Form 160 signed by the officer who is being reported.
- (10) Information from item 12, DA Form 160, as to time required by applicant to settle business affairs following receipt of orders.
- (11) Source--Appropriate procurement program number in accordance with AR 601-110.

h. Officers whose orders have been revoked. Officers, including Army National Guard of the United States officers, whose active duty orders have been revoked (para. 12) because of an approved delay, will be reported for assignment instructions again (*g* above) in time to reissue orders for entry on active duty upon expiration of delay. In addition to the data required by *g*(1) through (9) above, report will include date current delay will expire, and whether a request for renewal has been received as well as action taken thereon.

6. Nonvolunteers. *a. General.* Headquarters, Department of the Army, will announce periodically the criteria for ordering officers in the categories in paragraph 3 *b* and *c* to active duty with or without their consent.

b. For Medical and Dental Corps officers who are assigned to USAR Control Group (Delayed), see AR 601-25.

c. For Medical and Dental Corps officers who are members of troop programed units, see AR 135-14 and AR 135-300.

d. For Medical and Dental Corps officers other than noted in *b* and *c* above, see AR 135-301.

e. Medical Corps officers who have not completed a 1-year internship and who are engaged in such training will not be selected for entry on active duty under this paragraph prior to the month in which such training is completed.

f. Officers selected for active duty by the area commander will be reported as indicated in paragraph 5*g*.

7. Determination of medical fitness. *a. Medical examination.* Action will be taken to require each officer being considered for active duty under this program to undergo a medical examination at an Armed Forces medical facility of the scope prescribed in paragraph 2*b*, AR 40-500. Action will be simultaneous with reporting the officer for assignment instructions or active duty notice unless he has completed the required medical examination within 1 year prior to the expected date of entry on active duty.

b. Review of medical examination. Area commanders are designated as reviewing authorities in all cases. Medical fitness standards prescribed in chapter 8, AR 40-501 are applicable for all officers being considered for active duty under this regulation.

c. Medically disqualified personnel. Applicants for appointment and concurrent active duty will be reported by message to The Surgeon General, ATTN: MEDPT-MP. USAR officers will be processed as provided in paragraph 12, AR 140-120; ARNGUS officers will be processed as provided in NGR 20-4 and NGR 20-6.

8. Notification to certain officers found medically qualified. When an officer being considered for active duty under paragraph 6 is medically qualified for active duty, a letter of notification will be dispatched. (See figure 1.) Letters of notification are designed to afford officers as much advance notification as possible concerning their impending active duty.

9. Grade when ordered to active duty. Officers of the Reserve Components will be ordered to active duty in their permanent grade, except as modified in *c* below. Officers with temporary appointments will be ordered to active duty in the grade in which currently appointed.

a. Officers of the Army Reserve and temporary officers entitled to a higher grade under the criteria indicated in AR 140-101 or AR 140-109, as appro-

priate, based on length of professional experience computed to the scheduled date of entrance on active duty, will be reappointed in such higher grade by the area commander upon receipt of assignment instructions. These instructions will be in format of letter of appointment indicated in figure 4, AR 135-100, or figure 1, AR 140-109, as appropriate. Copies of letter of appointment and oath of office will be distributed as prescribed in AR 140-109. No other forms are required in connection with such appointments.

b. Action to reappoint officers of the Army National Guard of the United States who are entitled to a higher grade as indicated in *a* above will be initiated by the Chief of Personnel Operations, Department of the Army.

c. Officers appointed in the grade of first lieutenant will be advanced to the temporary grade of captain effective on date of entry on active duty provided they have not prior to that date become entitled to promotion under other provisions of law or regulations. Active duty orders for such personnel will include the following statement as the last sentence:

DP announcement is made of the temporary advancement and commissioning of _____
(Name)

SN	Branch	Component)
as captain in the AUS, UP title 10, U.S.C. sections 3442, 3444, 3447, and 3452, effective on date of entry on active duty, and with rank and promotion eligibility dates as of date of entry.		

10. Issuance of orders. Immediately on receipt of Department of Army assignment instructions or on determination of medical fitness, whichever occurs later, the area commander will issue orders for active duty for officers concerned.

a. Orders will provide for an interval of at least 30 days from the date officer may be expected to receive the orders until the date of his departure from home in compliance therewith. Orders for officers indicated in paragraph 5a, will be effective in accordance with applicant's desire to the extent practicable.

b. Active duty orders will not be issued until the following provisions regarding completion of favorable National Agency Check has been complied with.

- (1) Area commanders will make a check with the Central Records Facility, Fort HOLA-

bird, Md., to ascertain whether a favorable National Agency Check has been completed subsequent to 12 September 1950 on the officer concerned. If such check is affirmative, a new National Agency Check will not be initiated provided the above check meets the scope prescribed in AR 381-130.

- (2) When applications for active duty are required to be forwarded to the Chief of Personnel Operations for final selection action, the area commander will include in his indorsement a statement that—

(a) A favorable National Agency Check was completed on _____; or
(date)

(b) A National Agency Check was initiated on _____ and results will be
(date)

furnished upon completion of National Agency Check.

c. A background investigation is required for all alien personnel prior to their appointment as officers in the USAR. Waivers of this requirement will not be granted.

d. Orders issued in connection with this regulation will read as indicated below and will include the "Procurement Program Number" immediately following the authority for order to active duty. See AR 601-110.

- (1) For officers of the Reserve Components being ordered to active duty voluntarily or immediately, see TC 133, AR 310-10.
- (2) For temporary officers of the AUS (AR 140-109) being ordered to active duty with or without their consent, see figure 2.

11. Distribution of orders. a. In addition to the distribution indicated in section 1, paragraph 11, AR 310-10, the following distribution will be made of special orders.

- (1) Two copies to the U.S. Army Corps of the individual's State of permanent residence.
- (2) For Army National Guard of the United States personnel, two copies to the State adjutant general of the individual's State of permanent residence, and two copies to the National Guard Bureau, ATTN: Army Personnel Branch, Washington, D.C., 20310.

- (3) One copy of basic order and one copy of any amendments or revocations for each officer will be forwarded within 24 hours after publication to The Surgeon General, ATTN: MEDPT-MP.

b. The duplicate copy of the Report of Medical Examination (SF 88), Report of Medical History (SF 89), and the original DD Form 98 will be forwarded with the copies of special orders to the officer's first TDY or PCS duty station for incorporation in his 201 file.

12. Requests for delay in reporting for active duty. The following provisions will govern the processing of requests for delay cases for officers in the categories referred to in paragraph 3 b and c (see AR 601-25):

a. Upon receipt of active duty orders, an officer and/or his employer may submit a request for delay in entry on active duty. All such applications will be submitted directly to the area commander concerned, rather than through State adjutants general or Reserve units; Army National Guard of the United States officers will furnish a copy of such applications to their State adjutant general. Applications received by other than the appropriate headquarters will be immediately forwarded to the area commander concerned by the most expeditious means available.

b. All such applications submitted by or on behalf of the Medical or Dental Corps officers will be considered by a board convened by the headquarters of the area commander concerned. At least one member of the board will be an officer of the same corps and senior to the officer whose case is being considered.

c. Requests based on extreme community hardship will be approved when it is established that the officer's entry on active duty would cause essential health services in his community to fall below reasonable minimum standards. In general, this requirement will be met only when all of the following conditions are determined to exist:

- (1) The medical (dental) service being performed by such officer is essential to the maintenance of health in his community.
- (2) The service cannot be performed by other

physicians (dentists) residing in the area concerned.

- (3) The officer cannot be replaced in the community by another person who can perform such medical (dental) service.

d. Upon disapproval of a request based upon alleged hardship, the disapproving authority will immediately notify the Secretary of the Army by telegraphic means of the reasons for disapproval. The Surgeon General, ATTN: MEDPT-MP, will be an information addressee. In addition, the disapproving authority will notify the officer concerned of the action taken in his case, and will advise him that he, or his employer, or both, may submit an appeal under conditions prescribed in AR 601-25.

e. Requests based on extreme personal hardship will be approved when the conditions in paragraph 12, AR 601-25 are determined to exist. All appeals in hardship cases will be forwarded directly to the area commander, whose decision will be final.

f. Upon approval of requests for delay, the area commander will revoke the active duty orders, except, in cases where the officer has not been initially ordered to the Medical Field Service School, Brooke Army Medical Center, Fort Sam Houston, Texas, and the delay is for a period of 30 days or less, the orders will be amended to indicate the new EDCSA.

g. Requests for renewal of delay will be processed as indicated above, except that such requests may be considered prior to reissuance of active duty orders. When renewal is granted and no orders have been issued, an information copy of the communication approving the renewal will be forwarded to The Surgeon General, ATTN: MEDPT-MP. In the case of an officer of the Army National Guard of the United States, an additional copy will be furnished the appropriate State adjutant general.

13. Reports. Officers ordered to active duty by area commanders under this regulation will be reported under Reports Control Symbol MED-191 (AR 601-142).

SUBJECT: Notification of Qualification for Active Duty

TO:

1. Reference is made to the communication from this headquarters advising you that you had been tentatively selected for active duty with or without your consent and directing you to undergo a medical examination.

2. You are hereby notified that you have been found medically fit for entry on active duty.

*3. You are further advised that assignment instructions have been received from Headquarters, Department of the Army to order you to active duty for assignment to _____, reporting _____** (Active duty orders are inclosed.) (Orders will be issued in the near future in compliance with the aforementioned instructions:)

*3. You are further advised that you have been tentatively scheduled for entry on active duty during _____ (month, year). Orders will be issued when assignment instructions are received

from Headquarters, Department of the Army.

***4. This letter of notification is furnished to give you as much advance notice as possible concerning your impending active duty. This notification is not to be construed as active duty orders, and you are advised not to depart your home in connection with active duty until you receive specific orders directing you to do so and then not before the date specified in such orders.

FOR THE COMMANDER:

*Delete inapplicable paragraph.

**Delete inapplicable phrase.

***Delete if orders are inclosed with letter.

Figure 1. Sample letter of notification—officers to be ordered to active duty involuntarily.

SUBJECT: Active Duty

TO:

(List grade, name, service number, branch, MOS, component (AUS), home address, and, if applicable, temporary address of record)

By direction of the President, under Title 10, United States Code, Section 3444(b), you are ordered to active duty effective _____ as a temporary officer of the Army of the United States in the

grade of _____ to serve in category* (OBV) (OBI) for a period of 24 consecutive months or such other period as may be authorized by law unless sooner relieved. Your date of rank will be determined at your first duty station in accordance with AR 600-20. On effective date of active duty (EDCSA), indicated above, you are assigned to _____ and you will proceed from

your home or temporary address to assigned station. TDN. TPA. PPSIA. (Insert appropriate Army Fiscal Code.)

*Delete inapplicable words.

Figure 2. Sample orders to active duty—temporary AUS officers ordered to active duty with or without their consent. Suggest above sample order be incorporated into TO numbered letter, AR 310-10.

(MEDPT)

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,

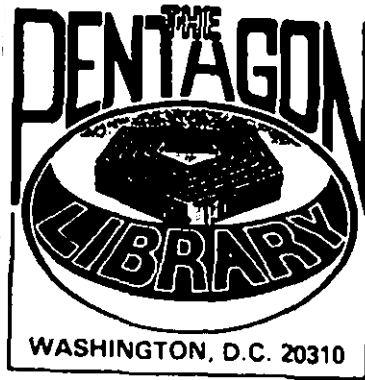
Major General, United States Army,
The Adjutant General.

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures—Officer and Enlisted:

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